



# Department of Defense INSTRUCTION

NUMBER 1315.16

July 22, 1992

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ASD(FM&P)

SUBJECT: Permanent Change of Station (PCS) Management Information System  
(PCSMIS)

- References:
- (a) Principal Deputy to the Assistant Secretary of Defense (Force Management and Personnel) Memorandum, "Reporting Automated Data on the Permanent Change of Station (PCS) Program," June 30, 1987
  - (b) Assistant Secretary of Defense (Force Management and Personnel) Memorandum, "Proposed Change to PCS Policy," April 6, 1988
  - (c) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition
  - (d) [DoD 5025.1-M](#), "DoD Directives Systems Procedures," December 1990, authorized by [DoD Directive 5025.1](#), December 23, 1988
  - (e) through (g) see enclosure 1

## 1. PURPOSE

This Instruction establishes policy, assigns responsibilities, and prescribes procedures under reference (a) for the DoD PCSMIS.

## 2. APPLICABILITY

This Instruction:

2.1. Applies to the Office of the Secretary of Defense (OSD) and the Military Departments. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. Applies to all active duty military personnel and their families.

### 3. DEFINITIONS

3.1. Low-Cost Policy PCS Move. A PCS move where the total expected cost, including the Service member's travel and transportation entitlement, does not exceed 500 dollars. The Service's objective in such a move must be to continue the Service member's time on station, as stated in the Assistant Secretary of Defense (Force Management and Personnel) (ASD (FM&P)) Memorandum (reference (b)). For consecutive overseas tours (COT) under that policy, the Service member is not entitled to COT leave travel.

3.2. The following terms, used in this Instruction, are defined in the JFTR, Volume 1, Appendix A (reference (c)):

3.2.1. Permanent Change of Station (PCS).

3.2.2. Permanent Duty Station (PDS).

3.2.3. Effective Date of Orders.

### 4. POLICY

It is DoD policy to establish and maintain a PCSMIS, containing data necessary for a thorough statistical evaluation of PCS policies and expenditures, to help the effective and efficient administration of the PCS program.

### 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense (Force Management and Personnel) shall develop, publish, and maintain a single DoD Instruction, in accordance with DoD 5025.1-M (reference (d)), which provides overall policy guidance on the reporting of PCS moves made by active duty (AD) military personnel.

5.2. The Secretaries of the Military Departments shall:

5.2.1. Ensure that the Military Services implement this Instruction.

5.2.2. Provide quarterly data tapes or cartridges to the Defense Manpower Data Center (DMDC) for all PCS moves completed in the quarter, as specified in

sections 6. and 7., below.

5.3. The Secretary of the Army shall ensure that the Military Transportation and Management Command (MTMC) provides data tapes or cartridges semiannually to the DMDC on the movement of personal vehicles or household goods for all PCS moves completed in the specified period. (Data format shall be as specified in enclosure 2.)

5.4. The Director, Defense Manpower Data Center shall serve as custodian of all tape or cartridge extracts of military personnel records, and provide administrative and computer support, quality control, and inquiry capabilities.

## 6. PROCEDURES

6.1. The Military Services shall provide quarterly information to the DMDC on all completed PCS moves. That data shall be sent by mail using the submission instructions in enclosure 3 and in the record format in enclosure 4.

6.2. One record shall be generated for each PCS move completed by a Service member in the fiscal year (FY) concerned. All PCS moves, and only PCS moves, shall be reported in each of the budget categories as defined in enclosure 4, data element 13.

6.2.1. Accession. One PCS record shall be generated on the arrival of a Service member at the first location where he or she is assigned for a period of 20 weeks or longer. That assignment may be to their first PDS or to a training location. When the first PDS is an overseas location, the move shall still be recorded as an accession. The definition of accession travel is governed by DoD Instruction 1120.11 (reference (e)). Losing station information is not applicable for accessions. Each Service member's file shall include one, and only one, accession record.

6.2.2. Training. One PCS record shall be generated for each move within the continental United States (CONUS) to or from a training location of 20 weeks or more, excluding accession travel, as defined in subsection 6.2.1., above. The PCS moves to or from training shall be differentiated from other moves by the prescribed tour length designation for losing or gaining stations, as shown in enclosure 4, data elements 9 and 12.

6.2.3. Operational. One PCS record shall be generated for each move within the CONUS not defined as "training" "accession," or "separation," or "for moves within an overseas area not involving transoceanic travel."

6.2.4. Rotational. One PCS record shall be generated for each move involving transoceanic travel (i.e., between the CONUS and an overseas area, between overseas areas, or in an overseas area involving transoceanic travel).

6.2.5. Separation. One PCS record shall be generated for the separation of a Service member from AD. Data from the Service member's last PDS (CONUS or overseas) shall be recorded in the losing station fields; gaining station information is not applicable. Enlisted separations for commissioning shall be submitted with the appropriate budget category.

6.2.6. Unit. One PCS record shall be generated for each Service member involved in a unit move or home port change when the move is a PCS move, as defined in the JFTR, Volume 1 (reference (c)). The losing station information shall reflect the unit's previous location or home port. The gaining station information shall reflect the unit's new location or home port.

6.3. The low-cost policy option for operational, rotational, training, or unit PCS moves must have as the Service's objective the continuation of the Service member's time on station, as if no PCS move occurred, as stated in the ASD(FM&P) Memorandum (reference (b)). Enclosure 5 illustrates the record submission for those moves.

6.3.1. Low-cost policy PCS moves shall be indicated by the PCS policy indicator (enclosure 4, data element 14).

6.3.1.1. Date of arrival at last PDS ((DALs) element 4) for the low-cost PCS move shall be the same date as the date of arrival at current PDS ((DACS) element 6) associated with the last full-entitlement PCS move.

6.3.1.2. Date of departure from the last PDS ((DDLs), element 5) and the DACS (element 6) for the low-cost PCS move shall reflect the actual dates of these events.

6.3.1.3. Prescribed tour length designation, losing station (PTL (L), element 9) for the first low-cost policy PCS move following a full-entitlement PCS move shall be the same as the prescribed tour length designation, gaining station (PTL (G), element 12) associated with the last full-entitlement PCS move.

6.3.1.4. The DoD reason for tour curtailment (element 10) for the low-cost PCS move shall be coded "AU" (reassigned for low-cost policy PCS move) if

the prescribed tour length of the previous full-entitlement tour was not completed.

6.3.1.5. The PTL (G) (element 12) of the low-cost move shall be coded "88."

6.3.1.6. All other elements not referenced in paragraphs 6.3.1.1. through 6.3.1.5., above, shall reflect actual data or applicable codes, as shown in enclosures 4 and 5 (see enclosure 6, Figure E6.F1., for a sample record)

6.3.2. Subsequent low-cost policy PCS moves in a series shall be coded, as indicated in paragraph 6.3.1., above, with the following exceptions:

6.3.2.1. The PTL (L) for those moves shall be coded "88."

6.3.2.2. The DALs of those moves shall be the same date as the DALs associated with the preceding low-cost policy PCS move. (See enclosure 6, Figure E6.F2., for a sample record.)

6.3.3. Full-entitlement PCS moves following one or a series of low-cost policy PCS moves shall reflect normal coding with the following exceptions:

6.3.3.1. The DALs of that full-entitlement move shall be the same date as the DALs associated with the preceding low-cost policy PCS move. That shall be the same date as the DACS associated with the last full-entitlement PCS move.

6.3.3.2. The PTL (L) of that full-entitlement move shall be the same tour length as the PTL (G) associated with the last full-entitlement PCS move. (See enclosure 6, Figure E6.F2., for a sample record.)

6.3.3.3. If the time on station of this full-entitlement PCS tour, computed by subtracting the DALs from the DDLS, is less than the PTL (L), the appropriate reason for deviation shall be given.

6.4. The DMDC shall categorize and maintain the quarterly tape or cartridge submissions of the Services, assist with quality control, and edit the tapes or cartridges where necessary. The DMDC shall combine the Services 22 elements with data from the AD master and loss files, the Defense Enrollment Eligibility Reporting System files, the Navy and Marine Corps Joint Uniform Military Pay System and the Army and Air Force Joint Service Software files, and the Military Traffic Management Command (MTMC) files to form the expanded PCSMIS data base.

## 7. INFORMATION REQUIREMENTS

7.1. Quarterly tapes or cartridges of all PCS moves completed in the quarter shall be shipped to the DMDC, covering the following time periods and at the following submission dates:

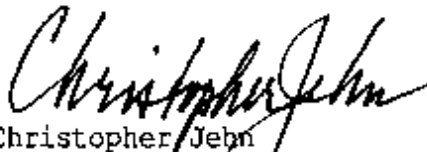
<u>FISCAL PERIOD</u>	<u>PCS TIME RECORD</u>	<u>SUBMISSION DATE</u>
1st Quarter 19__	1 October to 31 December 19__	1 March 19__
2nd Quarter 19__	1 January to 31 March 19__	1 June 19__
3rd Quarter 19__	1 April to 30 June 19__	1 September 19__
4th Quarter 19__	1 July to 30 September 19__	1 December 19__

7.2. No later than 90 days after the first quarterly submission covered by this Instruction, each Military Service shall provide the ASD(FM&P) with a written description of any proxy or caveat used on data in each of the 22 data elements, by budget category, using the format in enclosure 7.

7.3. The reporting requirements in subsection 7.1., above, are assigned Report Control Symbol DD-FM&P(Q)1840.

## 8. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.

  
Christopher Jehn  
Assistant Secretary of Defense  
(Force Management and Personnel)

### Enclosures - 7

- E1. References, continued
- E2. The MTMC Record Formats
- E3. PCS Moves Data Submission Instructions
- E4. Service PCS Record Format
- E5. DoD-Specified Tour Length Curtailment Codes
- E6. Low-Cost Policy PCS Record Coding Examples
- E7. Ninety-Day Report Form

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Instruction 1120.11](#), "Programming and Accounting for Active Military Manpower," April 9, 1981
- (f) [DoD Directive 1315.7](#), "Military Personnel Assignments," January 9, 1987
- (g) [DoD Directive 1100.9](#), "Military Civilian Staffing of Management Positions in the Support Activities," September 8, 1971



## E2. ENCLOSURE 2

## THE MTMC RECORD FORMATS

## THE MTMC RECORD FORMATS

FILE NAME: Master Shipment Record Extract-Household GoodsRECORD LENGTH: 80 BYTES

COLUMN	DESCRIPTION	COLUMN	DESCRIPTION
1.	Social Security Number (SSN) AN*	51.	Total Supplement (continued)
2.		52.	
3.		53.	
4.		54.	
5.		55.	Shipment Date N
6.		56.	(yyymmdd)
7.		57.	
8.		58.	
9.		59.	
10.	Service AN	60.	
11.	Method of Shipment AN	61.	Requested Pick-Up N
12.	Origin Control Area AN	62.	Date (yyymmdd)
13.		63.	
14.		64.	
15.	Destination Control Area AN	65.	
16.		66.	
17.		67.	Required Delivery N
18.	Month of Reference AN	68.	Date (yyymmdd)
19.		69.	
20.	Date to Storage N**	70.	
21.	(yyymmdd)	71.	
22.		72.	
23.		73.	Date to Residence N
24.		74.	(yyymmdd)
25.		75.	
26.	Paygrade AN	76.	
27.		77.	
28.	Total Charges N	78.	
29.		79.	Filler AN
30.		80.	
31.		81.	
32.		82.	
33.	Weight N	83.	
34.		84.	
35.		85.	
36.		86.	
37.		87.	
38.	Number of Shipments N	88.	
39.		89.	
40.	Other Than Stored In N	90.	
41.	Transit (SIT) Charges	91.	
42.		92.	
43.		93.	
44.		94.	
45.	SIT Charge N	95.	
46.		96.	
47.		97.	
48.		98.	
49.		99.	
50.	Total Supplement Charge N	100.	

\* AN - Alpha Numeric entry

\*\* N - Numeric entry

FILE NAME: Master Shipment Record Extract-Private Vehicle  
 RECORD LENGTH: 100 BYTES

COLUMN	DESCRIPTION		COLUMN	DESCRIPTION	
1.	Document Identifier Code	AN*	51.	Required Delivery (continued)	
2.			52.	Pieces	N
3.			53.		
4.	Container Number	AN	54.	Weight	N
5.			55.		
6.			56.		
7.			57.		
8.			58.		
9.	Consignor	AN	59.	Cubic Inches	N
10.			60.		
11.			61.		
12.			62.		
13.			63.	Model Year	N
14.			64.		
15.	Port of Embarkation	AN	65.	Make	AN
16.	(POE)		66.		
17.			67.		
18.	Port of Debarkation	AN	68.		
19.			69.	Owner's Last Name	AN
20.			70.		
21.	Type Pack	AN	71.		
22.			72.		
23.	Sponsoring Service	AN	73.	Owner's First Initial	AN
24.	Last Digit FY of Detach	AN	74.	Rank	AN
25.	Day Privately Owned Vehicle	AN	75.		
26.	(POV) Delivered to POE		76.	State License Code	AN
27.	(ddd)		77.		
28.	SSN	N**	78.	Authorization Charges	N
29.			79.	Paid (Zero-Filled)	
30.			80.		
31.			81.		
32.			82.		
33.			83.		
34.			84.		
35.			85.		
36.			86.	Filler (Zero-Filled)	N
37.	Type Shipment Code	AN	87.		
38.	Filler	AN	88.	Last Digit Disposition YR	N
39.			89.	Disposition Day (ddd)	N
40.	Consignee	AN	90.		
41.			91.		
42.			92.	Cost of Move	N
43.			93.	(Zero-Filled)	
44.			94.		
45.			95.		
46.	Filler (Zero-Filled)	N	96.		
47.			97.		
48.			98.		
49.	Required Delivery Date	N	99.		
50.	(ddd)		100.	Filler	AN

\* AN - Alpha Numeric entry

\*\* N - Numeric entry

### E3. ENCLOSURE 3

#### PCS MOVES DATA SUBMISSION INSTRUCTIONS

##### E3.1. COMPUTER TAPE OR CARTRIDGE SPECIFICATIONS

E3.1.1. No header or trailer labels.

E3.1.2. Density: 6250 bits per inch (BPI) preferred and/or 1600 BPI acceptable.

E3.1.3. Track: 9.

E3.1.4. Record Length: 109.

E3.1.5. Blocksize: 100 records per block.

E3.1.6. Record Sequence: SSN.

E3.1.7. Right justify numeric data with leading zeros.

E3.1.8. Left justify alphanumeric data with trailing blanks.

E3.1.9. Tapes shall be International Business Machines (IBM) 360 and/or 70 series compatible.

##### E3.2. EXTERNAL LABEL SPECIFICATIONS

E3.2.1. The PCSMIS.

E3.2.2. Military Service: \_\_\_\_\_

E3.2.3. Organization: \_\_\_\_\_

E3.2.4. PCS time period: \_\_\_\_\_

E3.2.5. Density: \_\_\_\_\_

E3.2.6. Tracks: \_\_\_\_\_

E3.2.7. Mailing date: \_\_\_\_\_

E3.2.8. Report control symbol: RCS-DD(FM&P)(O)1840

E3.2.9. Reel sequence number: \_\_\_\_\_ (e.g., "1 of 2").

E3.2.10. Record count: \_\_\_\_\_

E3.3. SHIPPING

E3.3.1. Ship tape(s) or cartridge(s) quarterly by certified mail to:

Defense Manpower Data Center  
C/O PCSMIS File Manager  
Suite 155A  
99 Pacific Street  
Monterey, CA 93940-2543

E4. ENCLOSURE 4SERVICE PCS RECORD FORMAT

DATA ELEMENT	POSITION	DESCRIPTION	DATA TYPE	CODING	STANDARD REFERENCE #
1	1	Military Service	A	A – Army N-Navy M - Marine Corps F - Air Force	DE-NM-AC
2	2-28	Name	A	Last, First, MI	NA-RG-AA
3	29-37	SSN	N	9 Digits, omit hyphens	SO-CA-AB
4	38-43	DALS <sup>1</sup>	N	YYMMDD	DA-FA-BV
				111111 Accession	
				000000 Unknown and/or Unavailable	
5	44-49	DDLS <sup>2</sup>	N	YYMMDD	DA-FA-BU
				111111 Accession	
				000000 Unknown and/or Unavailable	
6	50-55	DACS <sup>3</sup>	N	YYMMDD	DA-FA-BT
				999999 Separation	

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<sup>1</sup> See paragraph number E4.A1.1.1.1. of the attachment to this enclosure.

<sup>2</sup> See paragraph number E4.A1.1.1.2. of the attachment to this enclosure.

<sup>3</sup> See paragraph number E4.A1.1.1.3. of the attachment to this enclosure.

DATA ELEMENT	POSITION	DESCRIPTION	DATA TYPE	CODING	STANDARD REFERENCE #
6 (continued)				000000 Unknown and/or Unavailable	
7	56	Tour Accompaniment selection, losing station 4	A	C - Tour in the CONUS, or an accession  A - Accompanied overseas tour S - Overseas tour without command sponsored dependents U - Unaccompanied overseas tour with dependents Z - Overseas tour accompaniment selection unknown	TO-AS-AC
8	57	Tour accompaniment selection, gaining station 4	A	C - Tour in the CONUS, or a separation  A - Accompanied overseas tour S - Overseas tour without command sponsored dependents U - Unaccompanied overseas tour with dependents Z - Overseas tour accompaniment selection unknown	TO-AS-AB

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<sup>4</sup> See paragraph number E4.A1.1.1.4. of the attachment to this enclosure.

DATA ELEMENT	POSITION	DESCRIPTION	DATA TYPE	CODING	STANDARD REFERENCE #
9	58-59	DoD PTL (L) <sup>5</sup>	N	Months (12 to 60) designated as the "prescribed tour for operational, rotational, and unit moves"  88 - Low-cost designation  77 - Training tour designation  11 - Accession designation  00 - Tour length designation unavailable	LO-DE-AA
10	60-61	DoD reason tour length curtailment, losing station	AN	DoD reason for curtailing prescribed tour length  Leave blank for Accessions <sup>6</sup>	DO-CT-AA
11	62-64	Service tour length curtailment, losing station	AN	Service-specific reason for deviation   Blank Unknown and/or	SERVICE SPECIFIC
12	65-66	DoD PTL (G) <sup>5</sup>	N	Months(12to60) designated as the "prescribed tour length for operational,	GA-DE-AA

<sup>5</sup> See paragraph number E4.A1.1.1.5. of the attachment to this enclosure.

<sup>6</sup> See paragraph number E4.A1.1.1.6. of the attachment to this enclosure.

DATA ELEMENT	POSITION	DESCRIPTION	DATA TYPE	CODING	STANDARD REFERENCE #
12 (continued)				rotational, and unit moves 99 - Separation designation 88 - Low-cost tour designation 77 - Training tour designation 00 - Tour length designation unavailable	
13	67	PCS budget Category <sup>7</sup>	A	Category to which the PCS moves are assigned based on personnel and location characteristics A - Accession B - Training C - Operational D - Rotational E - Separation F - Unit	STANDARD PENDING
14	68	The PCS policy indicator	N	Code indicating entitlement status of the move 1 - Full entitlement	PE-PI-AA

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<sup>7</sup> See paragraph number E4.A1.1.1.7. of the attachment to this enclosure.



DATA ELEMENT	POSITION	DESCRIPTION	DATA TYPE	CODING	STANDARD REFERENCE #
14 (continued)				2 - Low-cost policy 3 - Policy entitlement unknown <sup>8</sup>	
15	69-76	Unit Identification Code (UIC), losing station	AN	Provide the UIC, the Air Force provide Personnel Accounting Symbol (PAS)code  11111111 Accession  Blank Unknown and/or Unavailable	SERVICE SPECIFIC
16	77-84	The UIC, gaining station	AN	Provide the UIC, and the Air Force provide PAS code  99999999 Separation  Blank Unknown and/or Unavailable	SERVICE SPECIFIC
17	85-93	Unit Zip Code, losing station	AN	5 digit Zip Code, 9 digit, if available  (Navy report geographic location (GEOLOC code)  11111111 Accession  00000000	NA-ZC-AC

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<sup>8</sup> See paragraph number E4.A1.1.1.8. of the attachment to this enclosure.

DATA ELEMENT	POSITION	DESCRIPTION	DATA TYPE	CODING	STANDARD REFERENCE #
17 (continued)				Unknown and/or Unavailable	
18	94-102	Unit Zip Code, gaining station	AN	5 digit Zip Code, 9 digit, if available (Navy use GEOLOC Code) 999999999 Separation 000000000 Unknown and/or Unavailable	NA-ZC-AC
19	103-105	Paygrade	AN	E01-E09 Enlisted W01-W04 Warrant Officer  001-010 Commissioned Officer <sup>9</sup>	PA-SN-AA
20	106	Sea or Shore code, losing station	N	1 - Sea duty 2 - Shore duty 0 - Not applicable (the Army, the Marine Corps, the Navy accessions, and the Navy training-losing)	SERVICE SPECIFIC
21	107	Sea or Shore code, gaining station	N	1 - Sea duty 2 - Shore duty 0 - Not applicable (the Army, the Marine Corps, the Navy accessions, and the Navy training-losing)	SERVICE SPECIFIC
22	108-109	Budget FY	N	YY (00-99) Year against which the PCS move costs are charged	YE-NA-AC

<sup>9</sup> See paragraph number E4.A1.1.1.9. of the attachment to this enclosure.

## Attachments - 1

### E4.A1. Explanation of Footnotes to Enclosure 4

## E4.A1. ATTACHMENT 1 TO ENCLOSURE 4

### EXPLANATION OF FOOTNOTES TO ENCLOSURE 4

E4.A1.1.1. The explanation of the footnotes that appear in enclosure 4 of the Instruction, above, are as follows:

E4.A1.1.1.1. DALS must be within 30 years of the FY of the file. For low-cost policy moves see section 6., above, in this Instruction.

E4.A1.1.1.2. The DALS must be within 2 years of the DACS, element 6. For separations, the DDLS date determines inclusion in files. For the Air Force separations, the DDLS shall be the date of separation.

E4.A1.1.1.3. For nonseparations, the DACS should be within 2 months of the period of that quarterly file. For nonseparations, the DACS determines inclusion in that file.

E4.A1.1.1.4. Tour accompaniment selection, both losing and gaining station, is used to cross-check required tour length. It does not refer to the physical location of a Service member's dependents. It reflects the specific tour length authorized for a member at an overseas location based on assigned accompanied status.

E4.A1.1.1.4.1. "C" CONUS Tour, Losing Station or Home Port: Indicates a member leaving a CONUS duty station (or home port), or an accession. Also, used for Naval officers leaving a sea duty tour where other accompaniment selections are not applicable, and for the gaining station for separations.

E4.A1.1.1.4.2. "A" Accompanied Overseas Tour: The longest tour available for a specific overseas duty station, normally the accompanied tour length. Also referred to as an "accompanied-by-dependents tour."

E4.A1.1.1.4.3. "S" Overseas Tour for Service Members Without Dependents: The tour that a member, who has no command-sponsored dependents, is required to serve at a specific overseas location.

E4.A1.1.1.4.4. "U" Unaccompanied Tour: The tour authorized for a specific overseas duty station for member's who are not accompanied by their command-sponsored dependents.

E4.A1.1.1.4.5. "Z" Overseas Tour Status Unknown: The indicator used when a Service member has a PCS to or from an overseas area where accompanied and/or unaccompanied status is applicable, but the status is not available or known.

E4.A1.1.1.5. The prescribed tour length is the period of time (in months) established for tours in specific GEOLOC overseas or at sea, as prescribed by DoD Directive 1315.7 (reference (f)). All CONUS shore tours shall be 36 months.

E4.A1.1.1.6. All moves except accessions shall have an entry in that field. For specific codes see enclosure 4.

E4.A1.1.1.7. Descriptions of the categories of PCS moves are as follow:

E4.A1.1.1.7.1. Accession: The category assigned for moves by: (1) Officers appointed to a commissioned grade from civilian life, Military Academies, or the Reserve Officer Training Corps (ROTC) and/or the Naval Reserve Officer Training Corps (NROTC), or the Reserve and National Guard officers called or recalled to extended AD from home or the point where orders were received, to the first PDS or training school of 20 weeks or more in duration. (2) Officers or warrant officers appointed or recalled from enlisted status from a station where they served as enlisted Service members, to a new PDS or training school of 20 weeks or more in duration. That includes officers appointed from enlisted status on graduation from the Officers' Candidate School (OCS), Officers' Training School (OTS), or basic flying training when the flying training serves as the commissioning source. The Marine Corps basic military training for officers is the only exception to the 20-week rule and shall also be considered part of an accession move. (3) Enlistees, reenlistees, and prior Service personnel from the recruiting station, or place of enlistment to the first PDS or training school of 20 weeks or more in duration. (4) Recalled enlisted Reservists from their home to the first PDS or training school of 20 weeks or more in duration.

E4.A1.1.1.7.2. Training: The category assigned for moves by: (1) Officers and warrant officers from a previous CONUS PDS to formal Service or civilian schools, including technical schools, flying training schools, factory training, and other approved courses of instruction of 20 weeks duration or more. (2) Officers and warrant officer school graduates and eliminees from school to their next CONUS PDS, excluding Academy graduates, OCS or OTS graduates, flying training graduates (when the flying training serves as a commissioning source), ROTC and/or NROTC graduates, and others chargeable to accession travel. (3) Enlisted personnel from their previous CONUS PDS to formal Service or civilian schools, including technical

schools, flying training schools, factory training, and other approved courses of instruction of 20 weeks duration or more. (4) Enlisted school graduates and eliminees from school to their next CONUS PDS. (5) Enlisted personnel ordered to training leading to a commission if such training is of 20 weeks duration or more.

E4.A1.1.1.7.3. Operational: The category assigned for moves by: (1) Officers, warrant officers, and enlisted Service members, to and from the PDS located in the contiguous 48 states of the United States and the District of Columbia. (2) Officers, warrant officers, and enlisted Service members to and from the PDS located in an overseas area when no transoceanic travel is involved. (3) Dependents, household goods, personal effects, and the POV of officers, warrant officers, and enlisted Service members who are interned, missing, or captured, when no transoceanic travel is involved.

E4.A1.1.1.7.4. Rotational: The category assigned for moves by: (1) Officers, warrant officers, and enlisted Service members from the PDS in the CONUS to the PDS overseas. (2) Officers, warrant officers, and enlisted Service members from the PDS overseas to the PDS in the CONUS. (3) Officers, warrant officers, and enlisted Service members from the PDS in one overseas area to the PDS in another overseas area when transoceanic travel is involved. (4) Dependents, household goods, personal effects, and the POVs of officers, warrant officers, and enlisted Service members who are interned, missing, or captured, when transoceanic travel is involved.

E4.A1.1.1.7.5. Separation: The category assigned for moves by: (1) Officers, warrant officers, and enlisted Service members on release or separation from the Service from their last PDS to their home of record or point of entry into the Service, or to a home of selection when authorized by law. (2) Dependents, household goods, trailer allowances, and personal effects of officers, warrant officers, and enlisted Service members who are deceased.

E4.A1.1.1.7.6. Unit: The category assigned for moves by: (1) Officers, warrant officers, and, enlisted Service members directed to move as Service members of an organized unit movement. (2) Officer, warrant officer, and enlisted fillers and replacements directed to move as part of the unit move.

E4.A1.1.1.8. Accession and separation records shall be coded "1." A low-cost policy move, coded "2," may apply to operational, rotational, training, or unit move records. Use "9" when the Service has no automated information on low-cost policy moves.

E4.A1.1.1.9. Service member's pay grade on the effective date of the PCS orders.

## E5. ENCLOSURE 5

### DoD-SPECIFIED TOUR LENGTH CURTAILMENT CODES

**E5.1.1. REMARKS:** These DoD-specified codes shall be used to reflect the reason a Service member's DoD-specified tour length was curtailed.

CODE   REASON

AA	Reassigned to a tour overseas, at sea, or with a deployment-designated Fleet Marine Force unit.
AB	Reassigned from shore to sea duty due to being in a sea-intensive skill area.
AC	Separated from initial skill training.
AD	Reassigned to a different duty station for training or educational purposes.
AE	Reassigned as a result of a weapons system change or unit conversion.
AF	Reassigned for new specialty retraining in conjunction with reenlistment.
AG	Reassigned, in conjunction with an established program, to keep military couples together.
AH	Reassigned to a shorter tour from the OSD, the Chairman of the Joint Chiefs of Staff, or a Defense Agency where the tenure is limited by statute or a DoD Directive.
AI	Reassigned under DoD Directive 1100.9 (reference (g)), which prescribes different tour lengths for management positions in the support activities.
AJ	Reassigned for humanitarian reasons.
AK	Reassigned to a different duty station in preparation for a unit deployment.
AL	Reassigned from his or her first tour of duty.
AM	Reassigned from an assignment designated by the Secretary concerned for validating professional credentials or developing expertise in selected specialized skills before being assigned to independent duty without supervision.

CODE   REASON

AN	Disqualified for duty as a result of a loss of security clearance, professional and/or nuclear certification, or medical qualification to perform. Reassigned because it is determined a vacant position does not exist in the limits of the same GEOLOC in which that Service member may serve pending requalification or recertification.
AO	Reassigned from training.
AP	Reassigned for career development and/or special duty assignment. (Service prerogative move requiring a general or flag officer waiver.)
AQ	Reassigned in conjunction with a reenlistment incentive program that does not involve a new specialty training. (Service prerogative requiring a general or flag officer waiver.)
AR	Reassigned to maintain good order and discipline, due to either a Service member's or dependent's actions. (Service-prerogative move requiring a general or flag officer waiver.)
AS	Reassigned, DoD reason cannot be associated with a current data code. (Service prerogative move requiring a general or flag officer waiver.)
AT	Reassigned for meeting the time-on-station requirements to within 2 months.
AU	Reassigned for low-cost policy PCS move.
ZZ	Reassigned short of prescribed tour length, the DoD reason is not available.



E6. ENCLOSURE 6LOW-COST POLICY PCS RECORD CODING EXAMPLES

E6.1.1. Service member arrived at station on date X, with a prescribed tour length Y, as a result of a full-entitlement PCS move. Member then conducted a single low-cost policy PCS move, followed by a second full entitlement PCS move to another station.

Figure E6.F1. Single Low-Cost Policy PCS

<u>DESCRIPTION</u>	<u>ELEMENT</u>	<u>FULL ENTITLEMENT</u>	<u>LOW COST</u>	<u>FULL ENTITLEMENT</u>
DALS	4	Actual	X	X
DDLS	5	Actual	Actual	Actual
DACS	6	X	Actual	Actual
PTL (L)			Y	Y
DoD reason	10		"AU"	
PTL (G)	12	Y	"88"	
Policy indicator	14	"1"	"2"	"1"

\*Where the prescribed tour length of the previous full-entitlement move (Y) has not been completed.

E6.1.2. Service member arrived at station on date X, with a prescribed tour length Y, as a result of a full-entitlement PCS move. Member then conducted two low-cost policy PCS moves, followed by a second full-entitlement PCS move to another station.

Figure E6.F2. Multiple Low-Cost Policy PCS

<u>DESCRIPTION</u>	<u>ELEMENT</u>	<u>FULL ENTITLEMENT</u>	<u>LOW COST</u>	<u>LOW COST</u>	<u>FULL ENTITLEMENT</u>
DALS	4	Actual	X	X	X
DDLS	5	Actual	Actual	Actual	Actual
DACS	6	X	Actual	Actual	Actual
PTL (L)	9		Y	"88"	Y
DoD reason	10		"AU" *	"AU" *	
PTL(G)	12	Y	"88"	"88"	
Policy indicator	14	"1"	"2"	"2"	"1"

\*Where the prescribed tour length of the previous full-entitlement move (Y) has not been completed.

E7. ENCLOSURE 7NINETY-DAY REPORT FORMAT

E7.1.1. Ninety days after the first quarterly tape submission governed by this Instruction, each Service shall provide the ASD(FM&P) with a one-time written report describing any proxy used or caveat on data in each of the 22 data elements, by budget category. Format for that report is specified in Table E7.T1. In the first section, explain your tape submission for each element and applicable budget category. As illustrated in Table E7.T2., if an annotation (e.g., Table E7.T2., footnote 1, of this enclosure) is used, follow with a detailed explanation for each note. In the second section, specify known problems with the overall number of records or proportions of records by budget category.

Table E7.T1. Budget Category

	<u>ACC</u>	<u>TRNG</u>	<u>OP</u>	<u>ROT</u>	<u>SEP</u>	<u>UNIT</u>
	"A"	"B"	"C"	"D"	"E"	"F"
Element <u>Title</u>						
1 Service						
2 Name						
3 SSN						
4 DALs						
5 DDLs						

Table E7.T1. Budget Category continued

	<u>ACC</u>	<u>TRNG</u>	<u>OP</u>	<u>ROT</u>	<u>SEP</u>	<u>UNIT</u>
	"A"	"B"	"C"	"D"	"E"	"F"
Element <u>Title</u>						
6 DACS						
7 Type tour (L)						
8 Type tour (G)						
9 PTL (L)						
10 DoD reason (L)						
11 Service reason (L)						
12 PTL (G)						
13 Budget category						

Table E7.T1. Budget Category continued

	<u>ACC</u>	<u>TRNG</u>	<u>OP</u>	<u>ROT</u>	<u>SEP</u>	<u>UNIT</u>
	"A"	"B"	"C"	"D"	"E"	"F"
Element <u>Title</u>						
14						
Policy Indicator						
15						
UIC (L)						
16						
UIC (G)						
17						
Zip (L)						
18						
Zip (G)						
19						
Paygrade						
20						
Sea or Shore code (L)						
21						
Sea or Shore code (G)						
22						
Budget fiscal year						

Table E7.T2. Budget Category

	<u>ACC</u>	<u>TRNG</u>	<u>OP</u>	<u>ROT</u>	<u>SEP</u>	<u>UNIT</u>
	"A"	"B"	"C"	"D"	"E"	"F"
Element <u>Title</u>						
9 PTL (L)		1				
12 PTL (G)	2	1				

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<sup>1</sup> Moves TO training locations cannot be differentiated from moves FROM training locations. Therefore, a code of "77" will be submitted, for both the PTL (L) and the PTL (G) for all training records.

<sup>2</sup> The PTL (G) for accession records is not available. Where the CONUS gaining stations could be determined, 36 months was inserted.